Relinquishment FAQ's

1. How should I create a Relinquishment Case?

    *   A Services Intake with the type of "Child Welfare - Relinquished Infant" should be created and screened in to create the CPS Family Case. It is important NOT to create a PS Report in these situations, as state statutes do not allow a finding of Abuse/Neglect for relinquished infant situations.

2. If the parent is not know for a Relinquishment Case, what name is entered for the parent?

    *   The parent would be entered as "Unknown" for the first and last name.

3. If the parent is unknown, what value is used to document his/her role?

    *   The unknown mother's role would be documented as "Reference Person". The unknown father's role would be documented as "Significant Other"

4. For the unknown parent, what is entered for demographics…especially AFCARS fields?

    *   If the demographics are unknown, leave the fields blank. <u>DO NOT MAKE UP INFORMATION TO SOLVE THE FIELD REQUIREMENTS.</u> You will receive AFCARS ticklers for the case since the information is missing but it is important to fix all AFCARS errors you can without making up data.

5. I want to close the case but there are outstanding AFCARS Ticklers due to the fact I do not have demographic information. What should be done?

    *   Contact the Help Desk. The Help Desk will update the case for case closure.

6. What if the identity of the parent becomes known?

    *   If the parent does not want the child back, the identity <u>should be left as "Unknown Unknown".</u> This is to protect the identity of the parent.
    *   If the parent wants the child back, the person management record for "Unknown Unknown" should be changed to reflect the parent's actual name. This ensures that as the parent continues to work with the agency that their information is accurate and available to pre-fill onto templates such as the Court report and Permanency Plan.